Benefits - Post-tax Premiums

Transaction Code: PA30

Purpose Use this procedure to set an employee's health insurance premium deduction to post-tax.

Trigger Perform this procedure when setting an employee's health insurance premiums to be deducted on a post-tax basis.

Prerequisites The employee is active in HRMS.

End User Roles In order to perform this transaction you must be assigned the following role: Benefits Processor, Payroll Processor

Change History	Change Description
1/26/2009	Procedure created.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints

Employees can elect this option as a new enrollee or during the open enrollment period.

If the employee is manually enrolled into their health care plan, the system automatically defaults as post-tax so the box can be left unchecked.

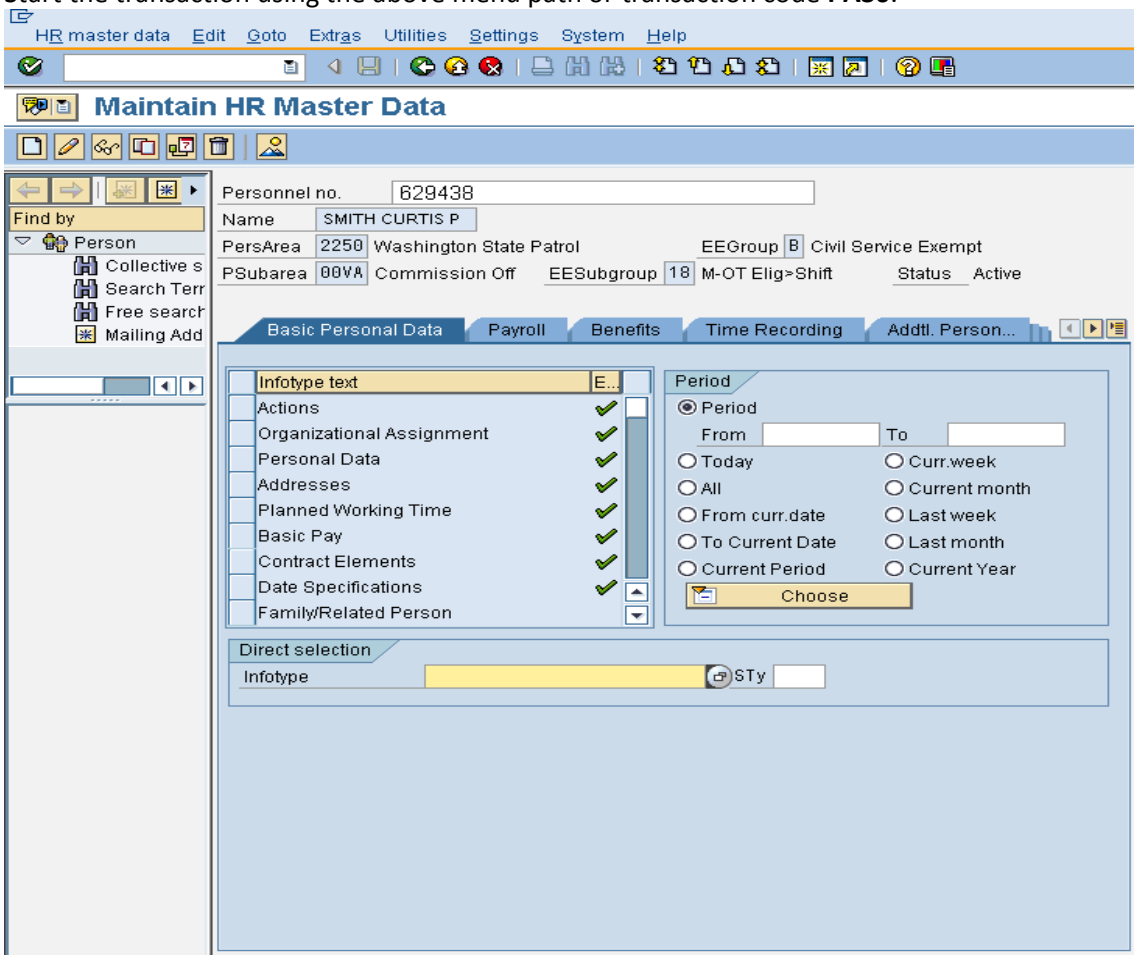
If payroll has been processed after the infotype is created and the record is maintained without changing the start date, the system will trigger a retroactive payroll back to the beginning date of the record and collect the unpaid taxes for those retro periods.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

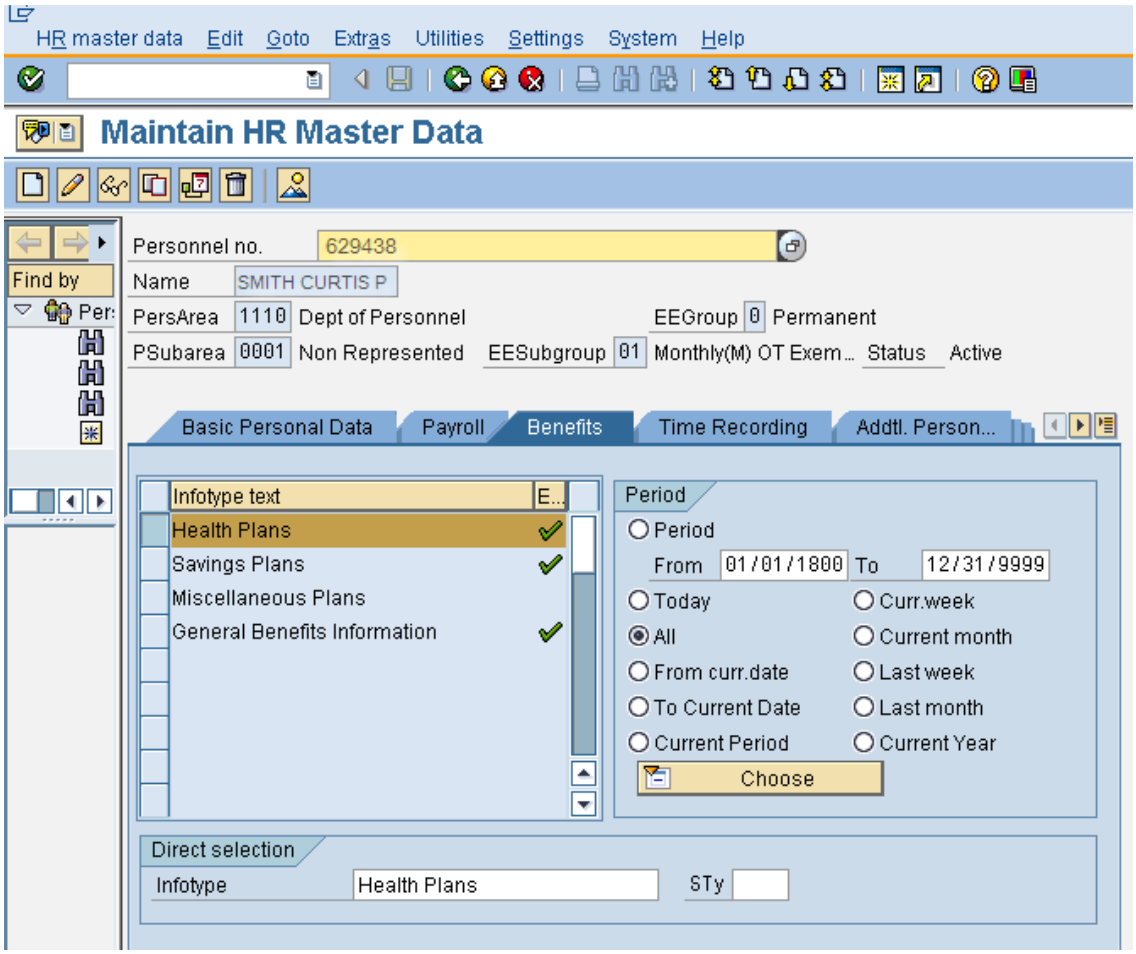


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. **Example**: 629438

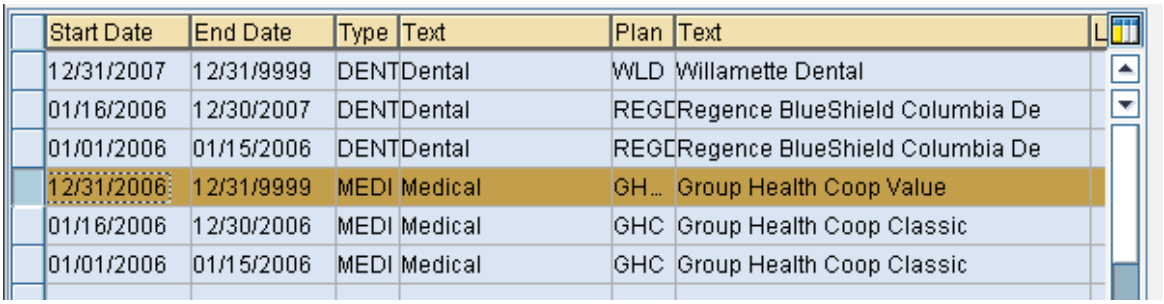
3. Click (Enter) to validate the information. Verify you have accessed the correct employee record.

4. Click the Benefits tab to select.
5. Select the blue box to the left of Health Plans to select.
6. Select All in the Period section.



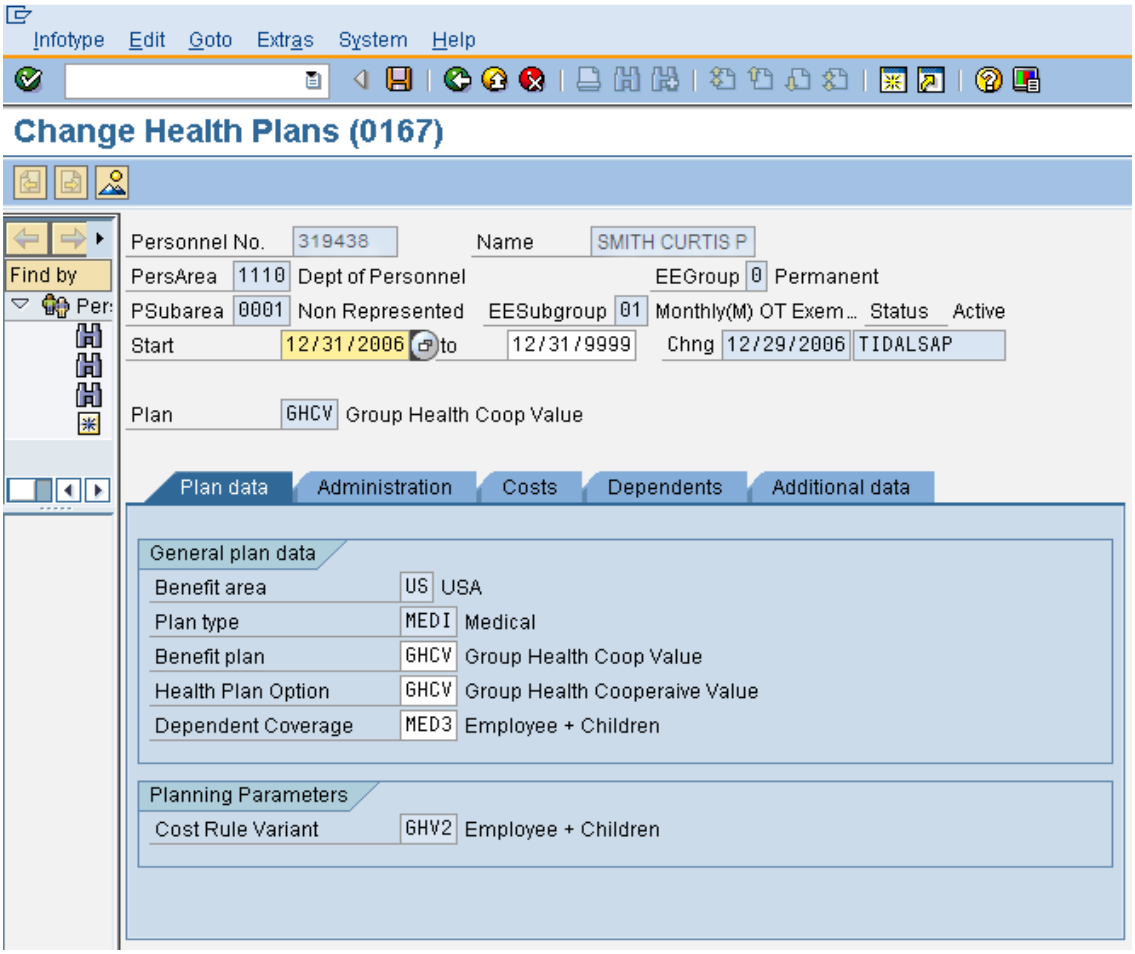
7. Click (Overview) to display a list of all actions associated with Health Plans (0167).

8. Select the blue box to the left of current Medical plan to select. The current record will have an end date of 12/31/9999.



Start Date	End Date	Type	Text	Plan	Text
12/31/2007	12/31/9999	DENT	Dental	WLD	Willamette Dental
01/16/2006	12/30/2007	DENT	Dental	REGI	Regence BlueShield Columbia De
01/01/2006	01/15/2006	DENT	Dental	REGI	Regence BlueShield Columbia De
12/31/2006	12/31/9999	MEDI	Medical	GH...	Group Health Coop Value
01/16/2006	12/30/2006	MEDI	Medical	GHC	Group Health Coop Classic
01/01/2006	01/15/2006	MEDI	Medical	GHC	Group Health Coop Classic

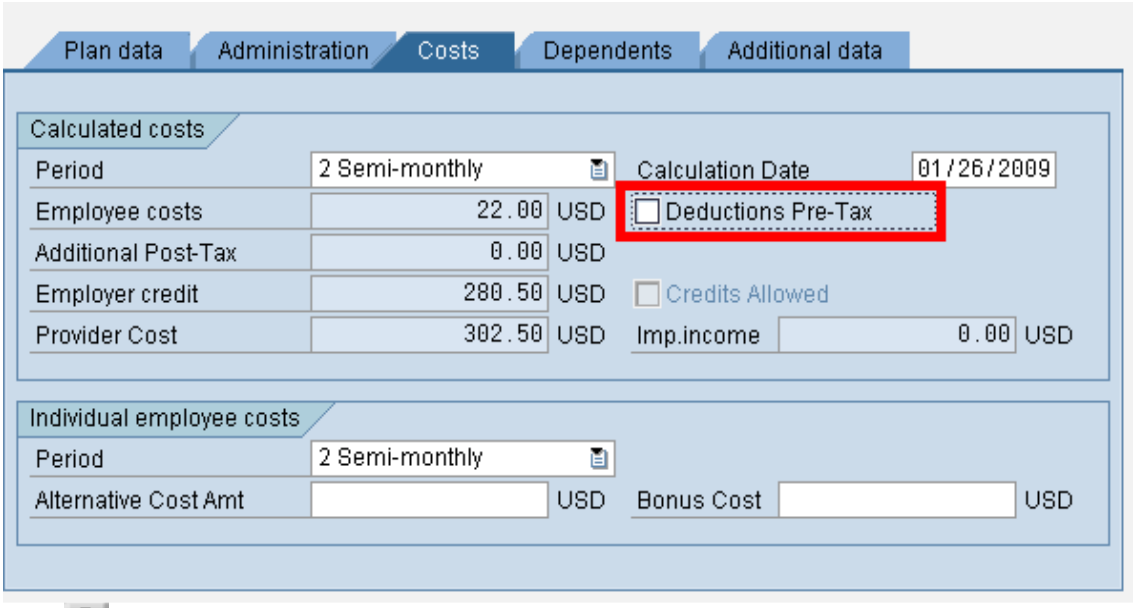
9. Click (Change) to change the record.



10. Click the Costs tab to select.

11. Click ☑ Deductions Pre-Tax to uncheck the option.

    The checked box indicates pre-tax premiums.



12. Click (**Enter**) to validate entries.

13. Click (**Save**) to save.

    The system displays the message, "Record changed."

14. You have completed this transaction.

Results
You have successfully set the health premiums to deduct on a post-tax basis for an employee.
Comments
None.

HR WSD Personnel